

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2012-073 Issue Date: 6-22-12 Closing Date: 6-28-12

Office Assistant V
Yakama Nation Corrections
Public Safety
Hourly Wage: \$DOQ/Full-Time/Regular
Location: Toppenish Head Quarters

The employees of this class are responsible for performing highly responsible specialized technical office support work which involves a variety of difficult work procedures and specialized substantive work. An employee of this class may be required to direct and maintain an extensive specialized record-keeping operation; relieve a superior of routine tasks requiring special technical background. Work is performed independently or with the assistance of other office personnel, and is characterized by the variety and complexity of activities; the greater involvement in subject matter or technical considerations; and the exercise of more independence, Discretion, and judgment in applying guidelines to work situations. Work is reviewed occasionally by a superior for the timely accomplishment of office tasks and the degree to which the work meets the needs of the unit.

Knowledge, Skills and Abilities:

- Thorough knowledge of necessary equipment, usage and maintenance.
- Knowledge of modern secretarial and general office principles, practices, and techniques.
- Knowledge of business English and business arithmetic.
- Knowledge of correct and effective use of English grammar.
- Ability to understand and execute complex oral or written instructions, and to apply extensive or obscure guidelines to a wide variety of work situations.
- Ability to express ideas clearly and concisely in writing and orally.
- Ability to perform typing or stenographic work at an acceptable level of proficiency as required by the position.

General Recruiting Indicators:

- Minimum of two years of progressively responsible secretarial and general office work experience, AND a minimum of one year bookkeeping experience.
- Required to pass a pre-employment drug and alcohol test.